STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION
DIVISION OF ENTERPRISE TECHNOLOGY
DOA-10111 (R09/2014)
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DOA AGENCY IT PLANS MAILBOX
DOAAgencyITPlans@Wisconsin.gov

High-Profile Information Technology Project Status Report

Department:	Department of Workforce Development
Project Name:	Kofax Total Agility
Business Sponsor:	Dan McCarthy

Date of Report: 11/27/2017	Reporting for Quarter: 9/30/2017
Project Start Date: June 2016	Planned Implementation Date: March 2, 2018
Estimated Project Cost: $1,096,500	Amount Provided Through Master Lease: $0

Project Description – *Enter a brief description of the project, including the business case for it and its major deliverables.*

This project is an upgrade of DWD's Kofax software to a modern platform suite, affecting all customer areas that currently use Kofax Capture (each division within DWD and the Department of Children and Families). In addition, this project will implement a replacement for the ePower workflow product used by the Worker's Compensation Division.

Project Benefits
- Compatibility with future platforms (Windows 10, Windows Server 2012).
- Introduces Business Process Management (BPM) software for agency use.
- Eliminates technical debt.

Project Funding – *Please describe all sources of funding for the project, which should add up to the estimated project cost cited above.*

Project costs are recovered through a combination of pooled costs allocated to the benefiting business areas based on utilization, and direct billing where appropriate.

Project Status – Determine the status for the Schedule and Budget categories below based on the guidelines on the right and described in more detail on page 2 of this document. Insert an X in the column that best describes the status of the category. Add comments for that category as needed. Additional comments are not required if the status is Green, but if a category has a status of Yellow or Red, describe the issues or problems and what actions the agency is taking to address them.	STATUS COLOR INDICATORS	
	Green	On target as planned
	Yellow	Encountering **issues** (e.g., Schedule or Budget over by 10% to 25%)
	Red	Encountering **problems** (e.g., Schedule or Budget over by 25% or more)

Project Status Categories	Green	Yellow	Red
Schedule Status Project is on target, with 10 of 11 business areas currently in production status and the remaining area in acceptance testing	⊠	☐	☐
Budget Status	⊠	☐	☐

Project costs are still projected to be within original budget.

Summarize Any Completed Major Tasks or Project Phases:

The KTA product has been installed in the DOA Enterprise Environment. Development work has been completed for all 72 separate capture processes. 10 of the 11 business areas converting to KTA are now in production. The remaining business area is in acceptance testing.

Summarize Any Significant Project Changes Affecting Schedule, Budget or Scope:

For each change, describe what the change involved, when it was approved, and the reasons behind the approved change.

The KTA product is relatively new in the market, and significantly different than the platforms it replaces. Therefore the initial estimates regarding the tasks and schedule necessary to complete the implementation and conversion were only rough estimates.   As the project team and vendor learned more about the product and the tasks required to complete the scope of work, the target end date for the deployment of all converted applications was adjusted. In June of 2017 the project sponsor approved a change in the target implementation date for the new system from 10/6/2017 to 11/29/2017. 9 of 11 business areas completed conversion by that date and the 10th implemented a week later. Our last business area is well along with user acceptance testing, but needs to shift staff effort to cover a seasonal workload increase. Accordingly, the target date for the last business area to move to production has been adjusted to March 2nd, 2018.

Additional Comments or Issues *(optional)*:

If you have any additional overall status comments about the project (e.g., project news, accomplishments, emerging challenges or risks that could affect the project), please provide them here.

Project Status Category Guidelines

Schedule Status

Green – Indicates that the project or phase is on track for the targeted implementation date.

Project Status Category Guidelines
Yellow – Indicates that the project or phase <u>may be falling behind</u> and analysis needs to be done to determine if the project can recover and still achieve the targeted implementation date, or if adjustments must be made to that date. **Red** – Indicates that the project or critical tasks <u>have fallen behind</u> schedule, and corrective action must be taken to still achieve the targeted implementation date or that date must be changed.
Budget Status **Green** – Currently on target with project budget. **Yellow** – Project is over budget by 10 to 25%. **Red** – Project is over budget by 25% or more.